

Dear Parents/Guardians of Costa Mesa R.O.C.K.S After School Program participants:

We are looking forward to having your son/daughter participate in the City of Costa Mesa Recreation Division's **After School R.O.C.K.S Program** and hope that each participant in our program has a positive experience. Here is some information about how the R.O.C.K.S Program operates:

- The Costa Mesa R.O.C.K.S Program provides supervision by City of Costa Mesa Recreation Staff on the school's playground Monday through Friday from the time school is dismissed until 6:00pm. The program is open during the school year and is closed during all NMUSD holidays, in-service days, and vacation breaks.
- **The Costa Mesa R.O.C.K.S Program is a fee-based, non-licensed, recreational program that requires the children to sign in when entering the program and parent/guardian to sign their child out at the end of the day. At registration parent/guardian will choose a code word which is required by anyone other than a parent picking the participant up. Parent/guardians can also give their child *written* permission to sign themselves out. However, the children are required to stay with the program on the school grounds until they are signed out of the program.**
- An R.O.C.K.S Registration form is required for each participant. Registration takes place online or in person during normal business hours at City Hall, Downtown Recreation Center and the Neighborhood Community Center. Fees are monthly and are a set fee regardless of the actual number of school days or the number of days your child/children attends the program.
- Staff cannot stay past 6:00 pm to supervise the playground and/or children. If children are not picked up by 6:00pm and do not have permission to sign themselves out of the program, staff will attempt to contact names listed on the emergency form to arrange pick-up. If staff cannot reach parents or others listed on the emergency form, the Costa Mesa Police Department (CMPD) will be called and the child will be picked-up and held in protective custody until a parent or legal guardian arrives. In addition, \$20 for every 15 minutes, or part thereof, for late pick-up may be charged.
- Please consider packing your child with a healthy afternoon snack.
- Be aware that school campuses are used by the community for recreational and educational purposes after school is dismissed each day. In addition to the R.O.C.K.S Program, other programs or activities on site may include, but are not limited to, school sponsored programs such as "Project Success" and/or specialty clubs, outside organizations like the YMCA, Boys and Girls Club, community-based sports organizations (AYSO, Little League, Pop Warner, etc) and the public.
- **ACTIVITIES:** Each participant in the program will have the opportunity to participate daily in active & passive games, arts & crafts, enrichment activities, weekly club hours, and four times a week have homework assistance.
- **STAFFING:** We will attempt to have at least two Recreation Leaders at each site at all times. Our staff will spend a considerable amount of time with your child; we encourage every parent/guardian to introduce themselves to our staff and to get to know them on a first name basis. If your child has special needs, please communicate this to our staff.
- **GENERAL POLICIES:** Requests for fee refunds will be charged a \$25 refund fee and must be made one week in advance in writing. A service charge of \$25 will be assessed on all returned checks.
- Enclosed is a copy of the "**R.O.C.K.S Program Rules**" and "**Participant Disciplinary Process.**" Please take the time to review these with your child so you understand what our expectations are.
- Finally, if you or your child is having a problem in the program, please communicate this to staff and we will do everything possible to correct the situation.

If you have questions about the after school, fee-based R.O.C.K.S Program, please call Recreation Leader IV, Ashley Ocasio at (714) 754-5128, or the Recreation Division Office at (714) 754-5300.



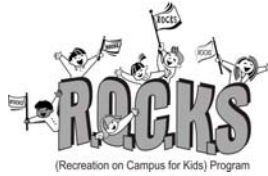
R.O.C.K.S

PROGRAM RULES

As a participant in the R.O.C.K.S Program, in addition to the school rules that apply during the school day, participants are expected to follow these R.O.C.K.S Program rules:

1. Children are expected to do 30 minutes of homework/quiet time everyday except for Fridays. They can do their homework and/or read a book.
2. Do not bring personal toys/games on campus.
3. Bikes, Razors, Skateboards, and Roller Skates/Blades are not allowed on campus.
4. Children must be fully potty trained.
5. No rude behavior, foul language, spitting, or fighting of any kind will be tolerated.
6. If children are experiencing problems with other children in the program, they are expected to tell on-site Recreation Leaders. Recreation Leaders will handle disciplining of children involved.
7. Use of the "Buddy System" is required when using the restroom.
8. Shoes must be worn on the playground at all times. No sandals or open toed shoes allowed.
9. Children must with staff and the program at all times at all times until they are signed out of the program.
10. Once children have signed out of the R.O.C.K.S Program, they must leave the school grounds.
11. No playing behind buildings, in bathrooms, or in front of the school. For your child's safety, they must remain with staff and the program at all times.
12. No throwing of any objects (i.e. sand, rocks, etc.).
13. No human pyramids, dog piling, chicken fighting, or tackle football (use flags or play touch).
14. "School lunch area tables" are for eating, drinking, or homework only. Lunch tables are reserved for quiet activities, arts & crafts, homework, etc. Do not sit on top of the tables, or play by them.
15. No climbing on school fences, gates, buildings, roofs, or trees, etc.
16. All children must stay away from neighborhood walls and fences.
17. Handball, kickball, and other sporting games are allowed in designated areas only.
18. Do not throw or bounce balls against school building walls or classrooms. These activities can be done only against designated walls.
19. Sand/woodchips are to remain in the sand box. No water is allowed in the sand/woodchip area.
20. When playing on monkey bars: only one child on the bars at a time, both hands must be on the bars at all times, and no standing on top of bars, rings, or other play equipment.
21. Do not jump off the swings while in motion.
22. Participants will be issued a R.O.C.K.S wrist band daily. Participants must wear the wrist band while in the program and return to staff before leaving each day.

Please review these rules with your child. Consequences for breaking rules will result in disciplinary action and as a last resort, may involve expulsion from the R.O.C.K.S Program. Thank you for your cooperation and we truly hope your child has a safe and wonderful time in our program.



R.O.C.K.S

PARTICIPANT DISCIPLINARY PROCESS

1. If a participant displays inappropriate behavior, Recreation Leaders will give the participant a verbal warning explaining what they did wrong and inform the participant that future misbehavior may result in time-outs, parent notification, and/or removal from the program.
2. A second occurrence of misbehavior will result in a time out. Recreation Leaders will review the R.O.C.K.S Program Rules & School Rules with the participant.
3. If a serious behavior problem continues and steps 1 & 2 have been followed, Recreation Leaders will contact the participant's parents/guardians immediately, inform them of the problem and fill out a Disciplinary Action Form that will be kept on file at the Balearic Community Center.
4. If the inappropriate behavior continues to occur and steps 1-3 have been followed, a second Disciplinary Action Form will be completed and the R.O.C.K.S Program supervisory staff will be notified. A meeting will be scheduled to discuss the inappropriate behavior with the participant, participant's parents/guardians, R.O.C.K.S Program and supervisory staff. Parents/guardians will be informed that if the behavior continues, suspension and/or expulsion from the R.O.C.K.S Program may result. The meeting will take place at the Balearic Community Center, the participant's school site, or by phone.
5. If steps 1-4 have not resolved the situation, and inappropriate behavior continues, a third Disciplinary Action Form will be completed. R.O.C.K.S Program supervisory staff will contact the parents/guardians to inform them that their child will be suspended from the R.O.C.K.S Program for a specified period of time (1 day to 2 weeks). A letter will be sent to the parents/guardians by supervisory staff to confirm the suspension and to inform them that if the behavior continues their child will be expelled from the R.O.C.K.S Program.
6. If steps 1-5 have been followed and the inappropriate behavior continues to occur, a fourth Disciplinary Action Form will be completed and R.O.C.K.S Program supervisory staff will contact the parents/guardians to inform them that their child has been expelled from the R.O.C.K.S Program. A letter will be sent to the parents/guardians by supervisory staff to confirm the expulsion.

NOTE: Any suspension will be approved by the Assistant Recreation Supervisor and will identify a specific period of time that the participant will be suspended. Expulsion of a participant is usually a last resort and will be done after all other options have been explored and considered. However, depending on the severity of the misbehavior, staff reserves the right to immediately suspend and/or expel a participant from the R.O.C.K.S Program. **Refunds will not be made for time missed due to suspension or expulsion.**